



Travel Request

[HELP](#)

1. Employee Information

Employee Name	Anurag Chandra	Dept.	Retirement Services
Job Title	FED Trustee	Visible Code	
Employee ID		Home Zip Code	
Hourly / Salaried	<input checked="" type="radio"/> Hourly <input type="radio"/> Salaried	Select Purpose	<input checked="" type="radio"/> In-State <input type="radio"/> Out-of-State

2. Group Travel

<input type="radio"/> Yes <input checked="" type="radio"/> No	
Names of other Travelers	
	3 5
	4 6

3. Travel Itinerary

Event Name:	Equity Summit 2025		
Event Location:	Tommy Bahama Miramonte Indian Wells Resort & Spa	City:	Palm Springs
State:	CA		
Departure Date:	3/18/25	Event Start Date:	3/18/25
Event End Date:	3/20/25	Return Date:	3/20/25

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	Conference Registration	\$2,450.00
Airfare	Alaska Airlines SFO(SJC flights do not align with conference)	\$146.60
Lodging	Tommy Bahama Miramonte Indian Wells Resort & Spa	\$875.49
Ground Transportation	Home to SFO, PSP to Hotel, Hotel to PSP, SFO to Home (exception memo to be provided)	\$266.50
Per Diem (from worksheet)	3 breakfast provided, 2 lunches provided, 3 dinners provided	\$73.25
Parking		
Other		
Total Estimated Expenses		\$3,811.84

5. Cash Advance Requested

Cash advance requested?	<input type="radio"/> Yes <input checked="" type="radio"/> No
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I am requesting a cash advance for Per Diem in accordance with the [City Policy Manual, Section 1.8.2. \(4.3\)](#) and acknowledge my responsibility to file a Reimbursement of Travel within 14 days after the Return Date entered above. Should I not fulfill my obligation to file a reimbursement within this timeline, I hereby authorize the City to deduct the amount of this advance from my wages. I have read and understand the [City's Travel Policy](#) and that this Statement complies with the policy and its intent.

6. Notes

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7. Certification

I certify that the requested travel is complete and prepared in accordance with the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

Employee	<i>Anurag Chandra</i>	Anurag Chandra	2/4/25
Emp ID #	Signature	Print Name	Date

I certify that I have evaluated the requested travel activity and confirm that the request is complete and prepared in accordance with the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

Direct Supervisor	<i>John Flynn</i>	John Flynn	2/4/25
Emp ID #	Signature	Print Name	Date

I certify that I have evaluated the requested travel activity and confirm that the estimated expenses will be incurred for purposes of City business, are in compliance with the City's Travel Policy and are within budgetary limits.

Travel Coordinator			
Emp ID #	Signature	Print Name	Date

I certify that I have evaluated the requested travel activity and confirm that the estimated expenses will be incurred for purposes of City business, are in compliance with the City's Travel Policy and are within budgetary limits.

Approving Official			
Emp ID #	Signature	Print Name	Date

From: [REDACTED]
To: [Ayala, Cynthia](#)
Cc: [Flynn, John](#)
Subject: Re: Travel request-Anurag Chandra
Date: Tuesday, February 4, 2025 10:26:27 AM
Importance: High

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I believe the full board would approve this expense, so I have no problem moving forward with booking travel.

Spencer

On Feb 3, 2025, at 12:32 PM, Ayala, Cynthia <Cynthia.Ayala@sanjoseca.gov> wrote:

Hi Spencer and John,
Trustee Chandra reached out last night and expressed his interest in attending the [Equity Summit 2025](#).

We would normally add this request to the board agenda and wait for approvals, however because the board meeting is so close to the conference you have the option of approving the travel so we can move forward with booking arrangements, then adding the information to the board on the agenda.

Please note that the deadline to cancel the registration with no fees was Friday January 31st, so if booked and then canceled there is \$250 fee.
The air fare is refundable only within 24 of booking.
The hotel is non-refundable.

Please advise if you would like us to move forward with booking his travel for estimated total of \$4,457.34 or if you would like to wait for the boards approval on February 20th which doesn't guarantee that he would be able to attend.

<image001.png>

Cynthia S. Ayala

Executive Assistant to John Flynn
Office of Retirement Services
City of San San José
1737 N. First St.-Suite 600
San Jose, CA 95112
(669)239-2953
cynthia.ayala@sanjoseca.gov | www.sanjoseca.gov

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FY 2025 per diem rates for palm springs, California

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Palm Springs	Riverside	\$186	\$186	\$186	\$186	\$186	\$186	\$186	\$141	\$141	\$141	\$141	\$141

FY 2025 per diem rates for palm springs, California

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Palm Springs	Riverside	\$86	\$22	\$23	\$36	\$5	\$64.50

1. ENTER DATES & RATES			
Departure Date		3/18/25	Click here for Travel Policy from CSJ Finance Intranet Enter the date and time (as 6:00 AM)
Departure Time		8:00am	
Event Start Date		3/18/25	
Event End Date		3/27/25	
Return Date		3/27/25	Enter the date and time (as 6:00 PM)
Return Time		2:00 PM	
CONUS/OCONUS Rate for Lodging		\$185.00	Click here for GSA CONUS Per Diem Rates
Maximum Daily Rate	\$	279.00	Click here for Department of State OCONUS Per Diem Rates
Maximum Total Lodging for Trip (excluding tax)	\$	558.00	
CONUS/OCONUS Rate for Meals and Incidentals:		\$86.00	

2. PER DIEM - LODGING

Date	Tuesday, March 18, 2025	Wednesday, March 19, 2025		
Maximum Daily Rate	279.00	279.00	-	
Daily Rate	\$0.00	\$0.00	\$0.00	
Taxes	\$0.00	\$0.00	\$0.00	
Reimbursable Taxes	-	-	-	
Non-reimbursable Taxes	-	-	-	
Total Reimbursable Lodging Expenses	-	-	-	

**Calculation table is for a maximum of nine travel days.*

3. PER DIEM - MEALS & INCIDENTALS

Travel Day	Tuesday, March 18, 2025	Wednesday, March 19, 2025	Thursday, March 20, 2025	
Continental Breakfast/Breakfast	16.50	22.00	16.50	
Lunch	17.25	23.00	17.25	
Dinner	27.00	36.00	27.00	
Incidentals	3.75	5.00	3.75	
Select Meal Provided with Registration	None	Breakfast	Breakfast	None
Select Meal Provided with Registration	None	Lunch	Lunch	None
Select Meal Provided with Registration	Dinner	Dinner	None	None
Adjustment for Provided Meals	(27.00)	(81.00)	(33.75)	
Additional Adjustments	-	-	-	
Maximum Per Diem for Meals and Incidentals	37.50	5.00	30.75	

**First and last travel days are paid at only 75% of the applicable per diem rate.*

**First and last travel days are paid at 100% if travel departure time is prior to 9:00 AM and return time is after 6:00 PM.*

Total Hotel Accommodations	-
Total Per Diem	73.25

AGENDA

TUESDAY, MARCH 18

2:00 PM REGISTRATION & ARRIVAL RECEPTION

6:00 PM WELCOME DINNER & DRINKS

WEDNESDAY, MARCH 19

7:00 AM RISE & SHINE ACTIVITY

8:00 AM BREAKFAST

9:30 AM TEAM BUILDING ACTIVITY

12:00 PM LUNCH & PRESENTATION

1:30 PM UNCONFERENCE CONVERSATIONS

7:00 PM DINNER & DRINKS

THURSDAY, MARCH 20

7:00 AM RISE & SHINE ACTIVITIES

8:00 AM BREAKFAST

9:30 AM UNCONFERENCE CONVERSATIONS

11:30 AM CLOSING LUNCH

12:02



San Francisco
International Airport (SFO)



Granada

Half Moon Bay

Choose a ride



UberX 

\$51.51

Pickup at 9:00 AM, Tue, Mar 18

Recommended



Comfort

\$59.48

Pickup at 9:00 AM



UberXL

\$73.06

Pickup at 9:00 AM



PayPal

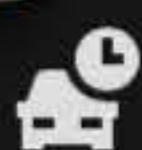


Reserve UberX

11:59



Cathedral City



Palm Springs
International Airport (...)



Tommy Bahama
Miramonte Resort & Spa



Desert Pa

Bermuda I

Choose a ride



UberXL 6

\$97.60

Pickup at 1:21 PM, Tue, Mar 18



UberX

\$70.72

Pickup at 1:21 PM



Black SUV

\$113.91

Pickup at 1:21 PM



Comfort

\$84.98



PayPal



Reserve UberXL

12:01



Cathedral City



Palm Springs International
Airport (PSP)

Desert Pa

Bermuda



45000 India
Wells Ln

Choose a ride



Comfort 4

\$47.97

Pickup at 12:00 PM, Thu, Mar 20



UberXL

\$54.93

Pickup at 12:00 PM



UberX

\$41.41

Pickup at 12:00 PM



Black SUV

\$99.25



PayPal



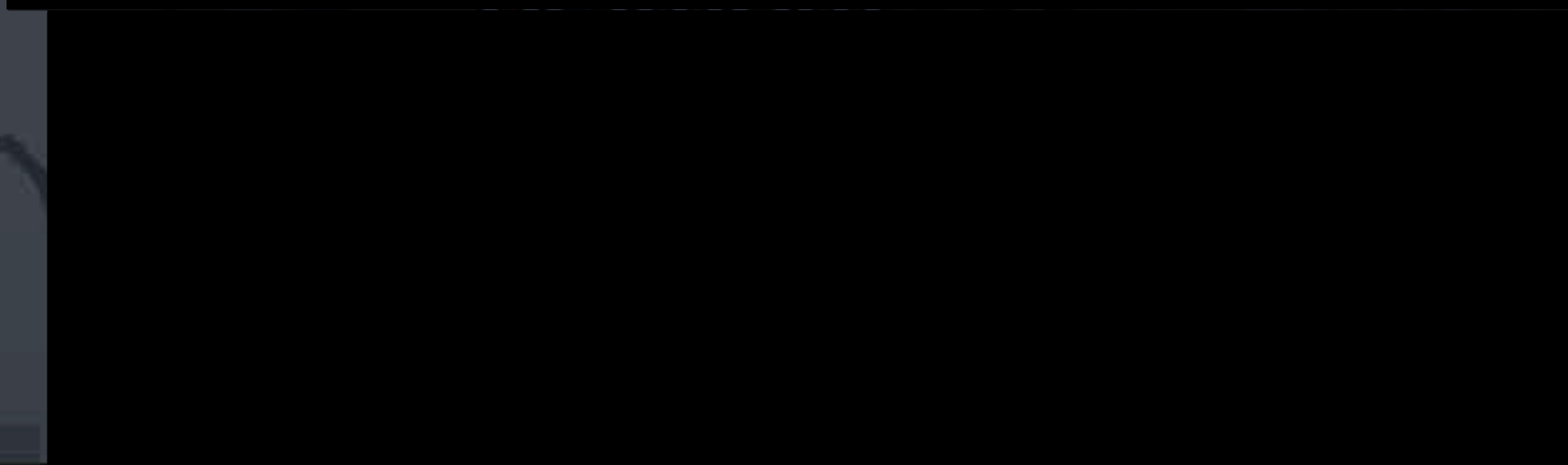
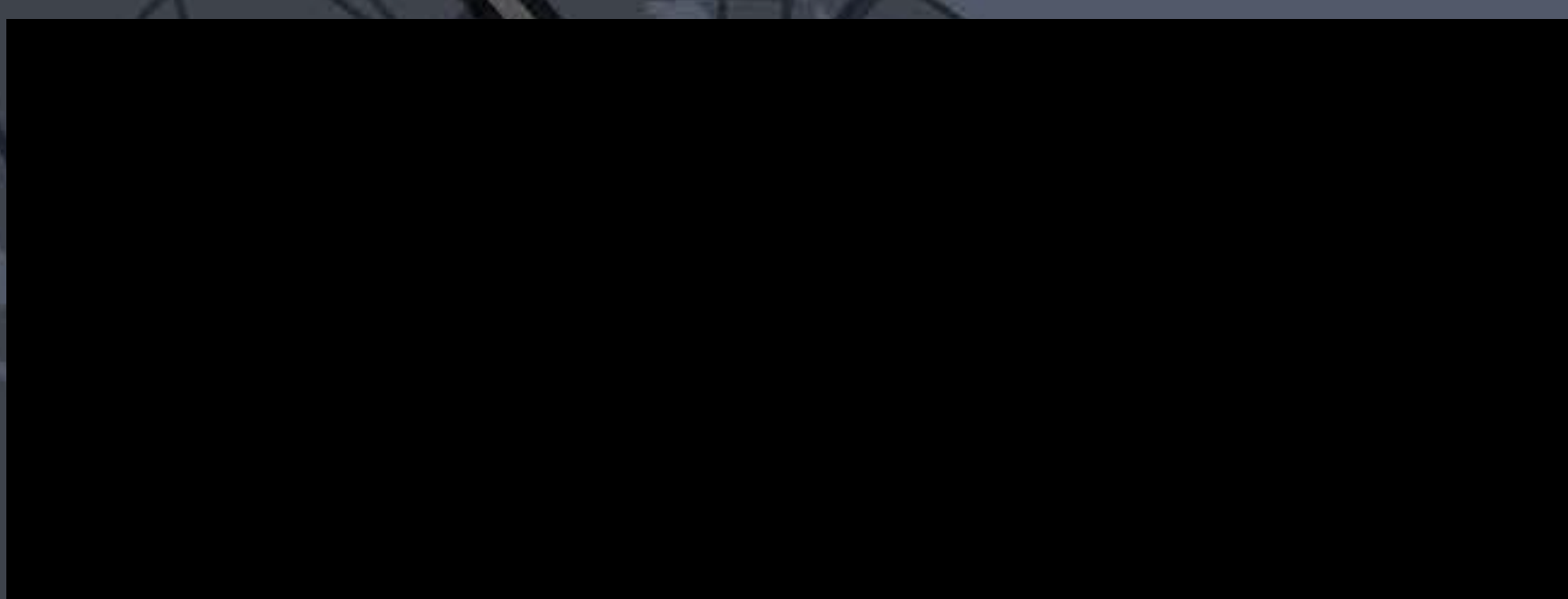
Reserve Comfort

11:25

101



San Francisco
International Airport (...)



Granada

92

Half Moon Bay

84

Choose a ride



UberX 4

\$69.42

Pickup at 3:43 PM, Thu, Mar 20

Recommended



UberXL

\$87.29

Pickup at 3:43 PM



Comfort

\$85.08

Pickup at 3:43 PM



PayPal



Reserve UberX

From: [Equity Summit](#)
To: [Ayala, Cynthia](#)
Subject: RE: Equity Summit 2025 -- Confirmation (Chandra)
Date: Tuesday, February 4, 2025 1:49:01 PM

[External Email. Do not open links or attachments from untrusted sources. [Learn more](#)]

Hotel is not included. The nightly room rate is listed below. It is \$379/night + 15.5% taxes so that would come to \$875.49 for two nights.

From: Ayala, Cynthia <Cynthia.Ayala@sanjoseca.gov>
Sent: Tuesday, February 4, 2025 1:37 PM
To: Equity Summit <registration@equitysummit.co>
Subject: RE: Equity Summit 2025 -- Confirmation (Chandra)

Got it.

Is the hotel cost included in the registration?

If not, can I please get documentation on the breakdown of the estimated cost?

I need it for documentation and approval purposes.

Cynthia S. Ayala
Executive Assistant to John Flynn
Office of Retirement Services
City of San San José
1737 N. First St.-Suite 600
San Jose, CA 95112
(669)239-2953
cynthia.ayala@sanjoseca.gov | www.sanjoseca.gov

From: Equity Summit <registration@equitysummit.co>
Sent: Tuesday, February 4, 2025 1:29 PM
To: Ayala, Cynthia <Cynthia.Ayala@sanjoseca.gov>
Subject: RE: Equity Summit 2025 -- Confirmation (Chandra)

[External Email. Do not open links or attachments from untrusted sources. [Learn more](#)]

You don't often get email from registration@equitysummit.co. [Learn why this is important](#)

Hi Cynthia,

Anurag is booked for the following room. If you need to make changes, we can assist you.

Guest Name(s):	Anurag Chandra
Room Type:	Run of House Guestroom
Bed Preference:	Single/King
Room Rate:	\$ 379.00
Arrival Date:	Mar 18, 2025
Departure Date:	Mar 20, 2025

Thanks,
Carrie

Jill Pendergast & Carrie Rohrer
Conference Registrars, Equity Summit
925.278.1781 | registration@equitysummit.co

From: Ayala, Cynthia <Cynthia.Ayala@sanjoseca.gov>
Sent: Tuesday, February 4, 2025 1:13 PM
To: Equity Summit <registration@equitysummit.co>
Subject: RE: Equity Summit 2025 -- Confirmation (Chandra)

Hello,
Could I please get the hotel link registration?

Cynthia S. Ayala
Executive Assistant to John Flynn
Office of Retirement Services
City of San San José
1737 N. First St.-Suite 600
San Jose, CA 95112
(669)239-2953
cynthia.ayala@sanjoseca.gov | www.sanjoseca.gov

From: Jill Pendergast and Carrie Rohrer <registration@equitysummit.co>
Sent: Tuesday, February 4, 2025 12:25 PM
To: Chandra, Trusteeanurag <trusteeanurag.chandra@sanjoseca.gov>
Cc: Ayala, Cynthia <Cynthia.Ayala@sanjoseca.gov>
Subject: Equity Summit 2025 -- Confirmation (Chandra)

[External Email. Do not open links or attachments from untrusted sources. [Learn more](#)]

You don't often get email from registration@equitysummit.co. [Learn why this is important](#)

Dear Anurag:

Thank you for registering for [Equity Summit 2025](#).

EVENT DATES

March 18-20, 2025

CONFERENCE LOCATION

Tommy Bahama Miramonte Resort & Spa
45000 Indian Wells Ln, Indian Wells, CA 92210

AGENDA

The agenda can be found [here](#)

Confirmation Code: [REDACTED]

Registration Status: Pre-Registered

Registrant Details

Salutation	Mr.
First Name	Anurag
Last Name	Chandra
Badge Name	Anurag Chandra
Job Title	Investment Committee Chair
Company	San Jose FCERS
Country	United States
Address	1737 N. First St.-Suite 600
Address Line 2	SUITE 600
City	SAN JOSE
State/Province	CA
Postal Code (Zip)	95112
Email Address	trusteeanurag.chandra@sanjoseca.gov

[REDACTED]

HOTEL RESERVATION POLICIES

The following hotel reservation policies apply, to discounted hotel reservations made through this online registration process.

1. Attendees will be required to reserve their room for the two nights of **Tuesday, March 18th and Wednesday, March 19th** at minimum.
2. Each attendee can reserve a maximum of one room, and rooms are subject to availability. We will do our best to fulfill additional accommodation needs on an "as available" basis.
3. Reservations must be guaranteed by credit card during the reservation process. Full room and tax for your entire stay, (including nights reserved prior to March 18th and after March 19th) will be charged by **Equity Summit** on or after **Friday, January 31st, 2025**.
4. There will be no refunds after **Friday, January 31st, 2025**.
5. Any changes to your hotel reservation must be made through the Equity Summit Housing and Registration Office, not Tommy Bahama Miramonte Resort & Spa.
6. Room rates do not include applicable state/city taxes.

We look forward to seeing you in California!

Jill Pendergast and Carrie Rohrer

Conference Registrars, [Equity Summit](#)

925.278.1781 | registration@equitysummit.co

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

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From: Chandra, Trusteeanurag
To: Ayala, Cynthia
Subject: Re: Invitation to Equity Summit 2025
Date: Tuesday, February 4, 2025 3:18:45 PM
Attachments: image001.png
image002.png
image003.png
image004.png

Thanks for getting me these options so quickly. Can I do the 9:54 alaska outbound so I don't cut it close to the 2pm start time for the conference?

On the the return, let's please do the 2pm Alaska flight.




Best,
Anurag

From: Ayala, Cynthia <Cynthia.Ayala@sanjoseca.gov>
Sent: Tuesday, February 4, 2025 6:03 PM
To: Chandra, Trusteeanurag <trusteeanurag.chandra@sanjoseca.gov>
Subject: RE: Invitation to Equity Summit 2025





Here you go.
Please let me know which one works best for you.


Top departing flights

Ranked based on price and convenience ⓘ Prices include required taxes + fees for 1 adult. Optional charges and bag fees may apply. Passenger assistance info. Sorted by top flights ⬆️

	9:54 AM → 11:27 AM SFO PSP	1 hr 33 min · Alaska · Hawaiian, American · Operated by SkyWest Airlines as Alaska ...	108 kg CO2e +19% emissions ⓘ	1 0 0 \$57 round trip	⌵
	11:48 AM → 1:21 PM SFO PSP	1 hr 33 min · Alaska · Hawaiian, American · Operated by SkyWest Airlines as Alaska ...	108 kg CO2e +19% emissions ⓘ	1 0 0 \$57 round trip	⌵
	8:32 AM → 10:16 AM SFO PSP	1 hr 44 min · United	94 kg CO2e Avg emissions ⓘ	0 0 0 \$57 round trip	⌵

Other departing flights










	4:22 PM – 5:55 PM Alaska · Hawaiian, American · Operated by SkyWe...	1 hr 33 min SFO–PSP	Nonstop	108 kg CO2e +19% emissions ⓘ	1 0 0 \$57 round trip	⌵
	6:55 PM – 8:37 PM United · Operated by SkyWest DBA United Express	1 hr 42 min SFO–PSP	Nonstop	140 kg CO2e +54% emissions ⓘ	0 0 0 \$79 round trip	⌵
	4:45 PM – 6:32 PM United · Operated by SkyWest DBA United Express	1 hr 47 min SFO–PSP	Nonstop	128 kg CO2e +41% emissions ⓘ	0 0 0 \$86 round trip	⌵
	12:56 PM – 2:37 PM United	1 hr 41 min SFO–PSP	Nonstop	109 kg CO2e +20% emissions ⓘ	0 0 0 \$89 round trip	⌵

 [SFO-PSP](#) > Choose return to San Francisco



















Top returning flights

Ranked based on price and convenience ⓘ Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply.
[Passenger assistance](#) info.

Sorted by top flights ↑↓

	9:00 AM – 10:42 AM Alaska · Hawaiian, American · Operated by SkyWe...	1 hr 42 min PSP-SFO	Nonstop	128 kg CO2e +51% emissions ⓘ	1  0  \$57 round trip	▼
	11:54 AM – 1:36 PM Alaska · American, Hawaiian · Operated by SkyWe...	1 hr 42 min PSP-SFO	Nonstop	128 kg CO2e +51% emissions ⓘ	1  0  \$87 round trip	▼
	2:00 PM – 3:43 PM Alaska · Hawaiian, American · Operated by SkyWe...	1 hr 43 min PSP-SFO	Nonstop	128 kg CO2e +51% emissions ⓘ	1  0  \$107 round trip	▼

Other returning flights

	6:40 PM – 8:15 PM Alaska · Hawaiian, American · Operated by SkyWe...	1 hr 35 min PSP-SFO	Nonstop	128 kg CO2e +51% emissions ⓘ	1  0  \$157 round trip	▼
	6:45 AM – 8:38 AM United · Operated by SkyWest DBA United Express	1 hr 53 min PSP-SFO	Nonstop	127 kg CO2e +49% emissions ⓘ	1  0  \$303 round trip	▼
	8:55 AM – 10:48 AM United · Operated by SkyWest DBA United Express	1 hr 53 min PSP-SFO	Nonstop	127 kg CO2e +49% emissions ⓘ	1  0  \$303 round trip	▼
	1:50 PM – 3:32 PM United	1 hr 42 min PSP-SFO	Nonstop	90 kg CO2e +6% emissions ⓘ	1  0  \$303 round trip	▼
	3:35 PM – 5:22 PM United	1 hr 47 min PSP-SFO	Nonstop	108 kg CO2e +27% emissions ⓘ	1  0  \$303 round trip	▼
	6:33 PM – 8:25 PM United · Operated by SkyWest DBA United Express	1 hr 52 min PSP-SFO	Nonstop	127 kg CO2e +49% emissions ⓘ	1  0  \$303 round trip	▼

Cynthia S. Ayala

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(669)239-2953

cynthia.ayala@sanjoseca.gov | www.sanjoseca.gov

From: Chandra, Trusteeanurag <trusteeanurag.chandra@sanjoseca.gov>

Sent: Tuesday, February 4, 2025 2:33 PM

To: Ayala, Cynthia <Cynthia.Ayala@sanjoseca.gov>

Subject: Re: Invitation to Equity Summit 2025

Oh cool!

Sent from my iPhone, please excuse typos and rogue auto-correct...

On Feb 4, 2025, at 5:31 PM, Ayala, Cynthia <Cynthia.Ayala@sanjoseca.gov> wrote:

Hi,

I reached out to them.

Your hotel is automatically booked when I registered you.

Will send over flight options shortly.

Kind Regards,

Cynthia S. Ayala

Executive Assistant to John Flynn

Office of Retirement Services

City of San Jose
1737 N. First St.-Suite 600
San Jose, CA 95112
(669)239-2953

cynthia.ayala@sanjoseca.gov | www.sanjoseca.gov

From: Chandra, Trusteeanurag <trusteeanurag.chandra@sanjoseca.gov>
Sent: Tuesday, February 4, 2025 2:30:26 PM
To: Ayala, Cynthia <Cynthia.Ayala@sanjoseca.gov>
Subject: Fwd: Invitation to Equity Summit 2025

Hi C,

Can you try this link for the hotel? I hope it works.

Best,
Anurag

Sent from my iPhone, please excuse typos and rogue auto-correct...

Please join us for **Equity Summit 2025**, taking place from **March 18 - 20** at the [Tommy Bahama Miramonte Resort & Spa](#) in Indian Wells, California. You are among a select group of 150 thought-leading LPs, women, and under-represented GPs invited to join us.

Equity Summit fosters the critical LP/GP connections that lead to more investment dollars flowing toward underrepresented GPs. Our agenda is modeled after the unconference format, largely consisting of small, moderated group discussions proposed by participants, as well as curated social and experiential moments that build community.

Click [here](#) to join us by registering and reserving your room at the Tommy Bahama Miramonte Resort & Spa.

We recommend that you register as soon as possible to secure your place.

Katie, Mar & Charles

Executive Producers, **Equity Summit**

www.equitysummit.co

P.S. To ensure **Equity Summit 2025** remains focused and intimate, we have invited only one person from each organization and have made room for important and emerging members of our community who may not have had the opportunity to participate in the past.

This means a handful of regular invitees may need to sit out this year. That said, to be as inclusive as possible, please reply to this email and let us know if you are not the right person from your organization or if you are unavailable and would like to recommend someone else.